



## Peace Corps – NEPAL

### PSC Statement of Work

**Position Title:** Driver

**Work Hours:** 48 hours a week

**Position Summary:**

Under the direct supervision of the General Services Manager (GSM), the **Driver** is responsible for the safe operation of Peace Corps vehicles, upkeep of paperwork associated with duties, and keeping vehicles in continual state of readiness. The incumbent is expected to provide services in the area of logistic support, and will also be required to perform manual labor and other administrative activities when not driving.

#### MAJOR DUTIES AND RESPONSIBILITIES

##### VEHICLE OPERATION & MAINTENANCE

- Operates the vehicles in a safe and courteous manner at all times, obeys all traffic laws
- Adheres to and enforces Peace Corps Nepal motor pool policies. Keeps abreast of and obeys all traffic laws of Nepal.
- Supports field visits with Volunteers, Trainees, and Staff Members, and conducts “Market Basket” surveys while in the field.
- Transports supplies, equipment, materials, mail, and other communication to and from the Peace Corps office for official events.
- Assist with coordinating special transportation and other logistic arrangements for receptions, seminars, conferences or Peace Corps sponsored projects.
- Performs required errands, to include purchase of local supplies and payment of bills to local suppliers.
- Picks up/delivers mail, documents, and packages to/from post office, the U.S. Embassy or other designated sites on a daily or as needed basis. May assist in sorting and distribution of mail.
- Performs daily check of PC vehicles in accordance with the vehicle check list.
- Cleans exterior and interior of vehicles, especially after site visits.
- Assures that trip vehicle maintenance (fuel, washing, etc) is carried out in a timely manner and inspect and maintain all vehicle fluid levels daily.
- Ensures security of vehicles at all times.
- Maintains accurate records of vehicle maintenance log sheet, including km, date repair done, expense of repair.
- Collects and reviews mileage forms from vehicles and place new ones for each vehicle.
- Informs the GSM when vehicles need service or repairs, and performs minor mechanical maintenance as necessary.
- Assists with general maintenance and repair of the Peace Corps office and staff residences.
- Assists with the maintenance of an accurate inventory of Peace Corps property including property located in the residences, at the office and training site and all property issued to Volunteers.
- Assists with moving of furniture and equipment and retrieving supplies from storage, as needed.
- Supports all activities carried out by post during an emergency and understand role in Post’s Emergency Action Plan
- Assists with monitoring all properties for maintenance requirement which includes safeguarding government property and premises from fire, theft, vandalism, or unauthorized intrusion.



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#### SAFETY AND SECURITY

- Per MS270, the Driver must be familiar with the EAP, his/her responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents.
- Rotates as on-call duty Driver and returns vehicles to PC unless permission is granted otherwise by CD or DMO

#### Occasional Money Holder

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to training sites, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to Peace Corps Trainees or Volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

#### POSITION ELEMENTS:

Supervision Received: The Driver reports to the GSM.

Available Guidelines: Peace Corps Manual, embassy guidelines, memoranda, and supervisor's instructions.

Exercise of Judgment: Exercises limited judgment within the confines of job responsibilities.

Authority to Make Commitments: None.

Nature, Level, and Purpose of Contacts: Coordinates with office personnel in the function of job duties.

Time Required to Perform Full Range of Duties: The time required for a qualified individual without experience in Peace Corps to perform fully and adequately duties of this position is 6 months.

#### REQUIRED QUALIFICATIONS:

Education: Completion of Secondary School.

Experience: Minimum of 3 years of work with American or international organizations as a driver of various types of vehicles.

Language Proficiency: Level II (Working knowledge) speaking/reading/writing English and fluent in speaking/reading/writing Nepali.

License: Driving License category A and B with a clean record;

Knowledge, Skills, and Attitudes:; thorough knowledge of Kathmandu and its surrounding areas; familiarity with roads in country; thorough knowledge of local traffic laws and regulations; good knowledge of various offices and Ministries of the host government; the ability to detect malfunction and recommend servicing or repair of the vehicle; basic knowledge of vehicle maintenance, the ability to complete a vehicle log; ability to make sound decisions on weather and road conditions for countryside travel to ensure safety of passengers; ability to pass annual physical exam determining fitness for duty as required by Peace Corps and U.S. Mission; ability to lift up to 50 pounds; some overnight travel is required. Must be available to respond to emergency situations; must be able to perform moderately arduous work; confidence to enforce and abide by policies and regulations.

**DESIRED QUALIFICATIONS:** Level III (good knowledge) speaking/reading/writing English; basic computer skills; ability to get to the office quickly after normal work hours and in emergency situations; advanced knowledge of vehicle maintenance.